



BT DECTfax Plus

Fax machine and digital telephone system

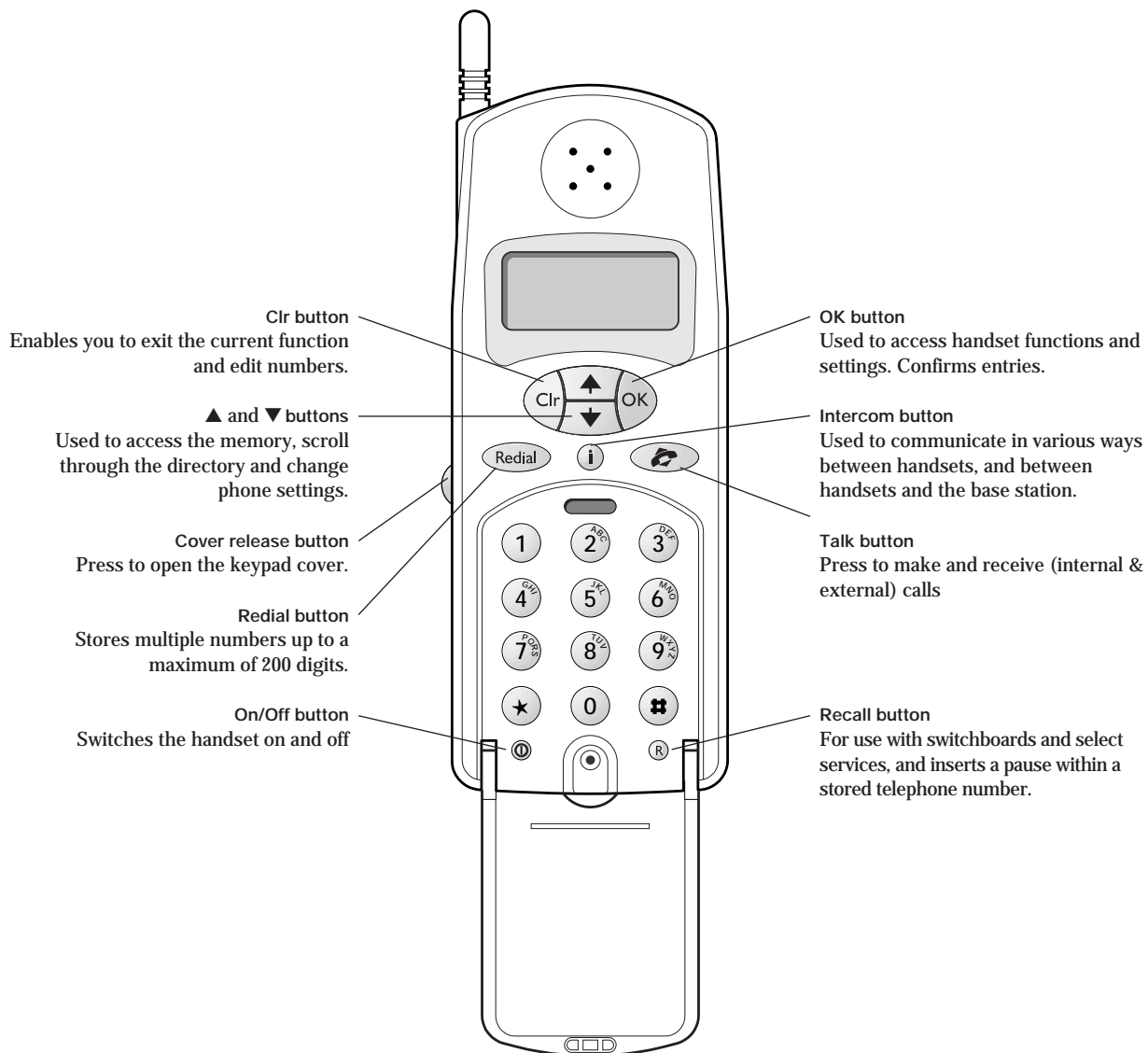
User guide

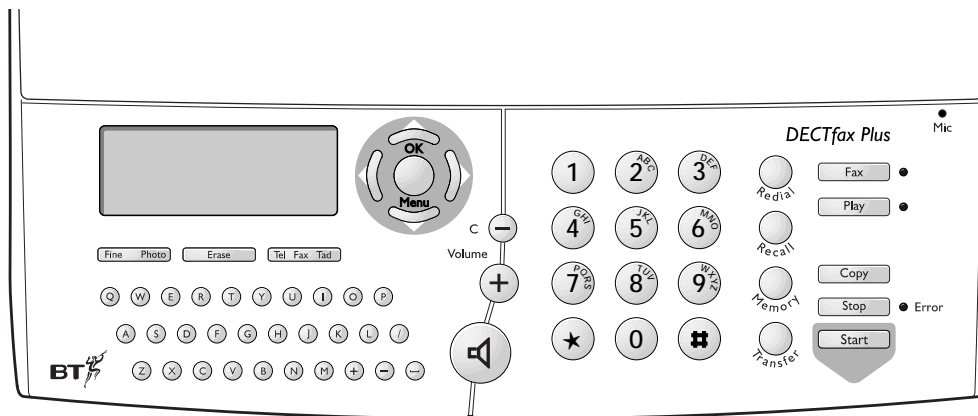
This equipment is not designed for making telephone calls when the power fails.

Alternative arrangements should be made for access to emergency services.

Open this page for an 'At a glance' guide to your DECTfax Plus

At a glance





Fine Photo

Resolution button

Adjusts the resolution at which your DECTfax Plus sends documents.

Erase

Erase button

Used to delete messages. Enables you to exit the current function.

Tel Fax Tad

Tel Fax Tad button

Sets the machine to receive phone calls, phone calls and faxes or phone calls, faxes and voice messages.



◀▶ buttons

Moves the cursor left and right and allows you to go through the on-screen menus.



▲▼ buttons

Scroll up and down through the on-screen menus.



OK Menu button

Accesses the on-screen function menus. Confirms an entry option or change.



- button

Decreases the ringer volume and the loudspeaker volume.



+ button

Increases the ringer volume and the loudspeaker volume.



Hands free button

Used to make calls through the loudspeaker without using the handset.



Redial button

Automatic redial of the last number dialled.



Recall button

Inserts a pause within a telephone number when dialling an external line through an internal switchboard.



Memory button

Used to store and dial numbers in the memory.



Transfer button

Used for intercom and call transfer functions.

Fax

Fax button

Prints out received faxes.

Play

Play button

Plays your answering machine messages.

Copy

Copy button

Allows you to use the machine as a photocopier.

Stop

Stop button

Stops any operation in progress. Enables you to exit the menu mode. Any changes which were not confirmed will not be saved.

Start

Start button

Sends faxes.



QWERTY keyboard

For entering names and text and for accessing names.

In this guide

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Hints and tips boxes

In this user guide, we've included helpful tips and useful notes. These are shown in grey boxes.

Introduction

Thank you for choosing a BT product.
We expect that you will have many years of excellent service from it.

Your BT DECTfax Plus machine is designed for ease of use and built to the high standards demanded by BT.

Please read these instructions carefully before use and retain this user guide for future reference.

For your records

Date of purchase

Place of purchase

Serial number

(on the underside of the machine)

Purchase price

For warranty purposes, proof of purchase is required, so please keep your receipt.

Equipment

Check your BT DECTfax Plus is complete when you unpack it. You should have:

- BT DECTfax Plus machine
- Print ribbon*
- Smartcard (ink ribbon gauge)
- Power adaptor
- Telephone cable
- Radio module
- DECT handset
- Handset charger
- Paper

** The print ribbon supplied with your BT DECTfax Plus is only a 'starter ribbon' and has a print life of about 50 pages. Standard ribbons have a print life of up to 230 pages.*

Customer Helpline

If you have any problems with your DECTfax, call the BT Helpline on 0845 603 1066.

Setting up

Follow these steps to get your BT DECTfax Plus ready to use

1 Installing the print ribbon and smartcard

The print ribbon and the smartcard work together, and the fax will not work without the smartcard. The print ribbon prints onto paper and the smartcard monitors how much ribbon has been used.

Warning

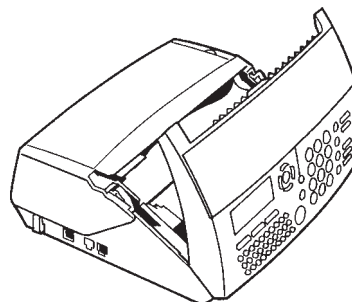
Use only print ribbons that match the supplier's specifications. Using other types may result in damage to the main machine and invalidate the manufacturer's warranty.

Documents printed by your machine may be read from the used print ribbon. If certain documents are to be kept confidential, you may want to remove the print ribbon whenever the machine is unattended.

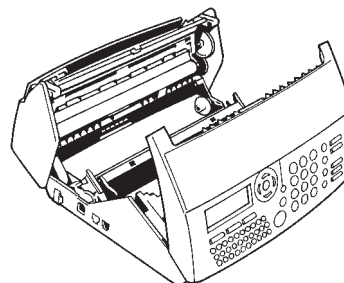
Print ribbons

To obtain new print ribbons call 0800 590009.

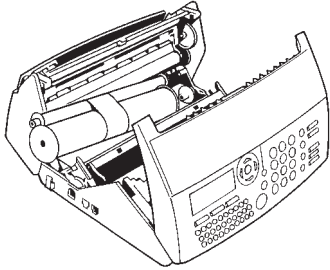
- 1 Pull the front cover towards you until it clicks and holds itself open.



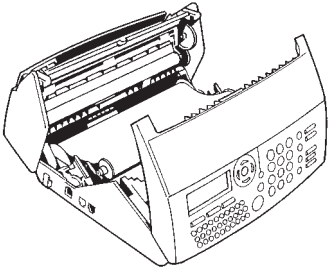
- 2 Press on the two green catches to release the rear cover and tilt it backwards.



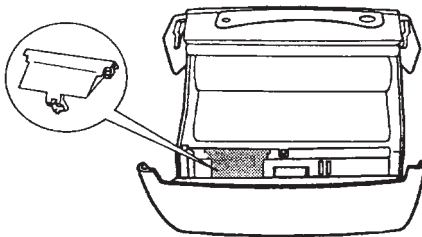
- 3 Without removing the clear securing band and with the green end of the spool on the left, place the ribbon roll into its housing under the rear cover. Push the right-hand end of the spool against the spring and lower the green end into place.



- 4 Remove the clear securing band by pulling the coloured tab. For the starter ribbon that comes with the new machine, remove the foam packing piece.

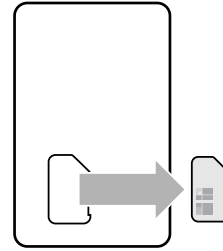


- 5 Gently pull the smaller spool towards you and place it in its housing - there are two slots that hold it in place.

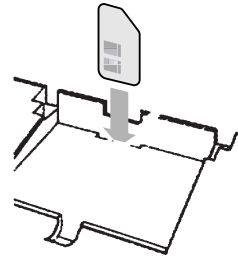


- 6 To install the smartcard, remove the green cover by pressing on the arrow and sliding it away from you.

- 7 Press out the smartcard from the card holding it.



- 8 Insert the smartcard into the slot with the gold square facing towards you, and replace the green cover.



- 9 When you have installed the print ribbon and the smartcard, close the front cover firmly, making sure both green clips are securely in place. If the smartcard is incorrectly installed, or not in place, the display shows *MISSING GAUGE*.

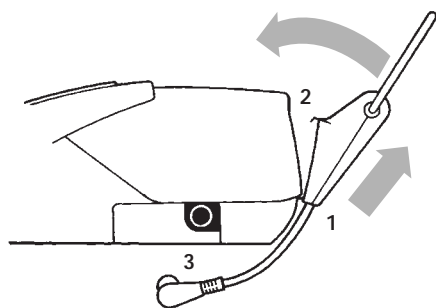
The smartcard monitors how much print ribbon is being used, and is always supplied with new print ribbons. The fax machine will not work unless the smartcard is installed.

3 Connecting the radio module

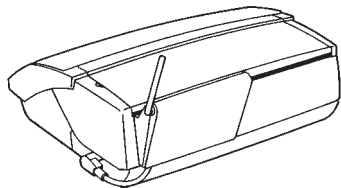
The radio module acts as a transmitter and receiver for radio signals to and from the handset(s). It goes at the back of the machine on the right-hand side as you face it.

IMPORTANT

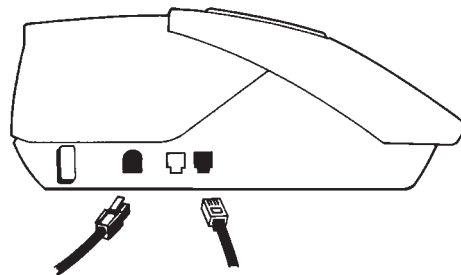
Before installing the radio module, make sure the machine is not plugged into the mains.



- 1 Place the spring loaded clip at the bottom of the module into the slot that runs along the back of the machine.
- 2 Clip the top part into place by pulling the module up and towards the machine.
- 3 Connect the cable to the socket on the side of the machine.



4 Connecting your DECTfax Plus to the telephone line and mains power



- 1 Plug the telephone line cord into the socket on the side of the machine, and connect the other end into the telephone wall socket.
- 2 Plug the power adaptor into the side of the machine.
- 3 Plug the mains power cable into the power adaptor, then plug the lead from the power adaptor into a convenient mains socket.

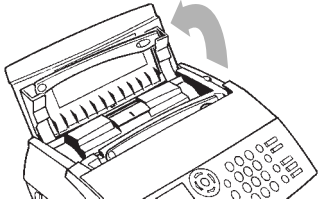
When the mains power is switched on the display shows *CHECK DATE* to prompt you to set the correct date and time. 'Setting the date and time' on page 13 shows you how to do this.

IMPORTANT

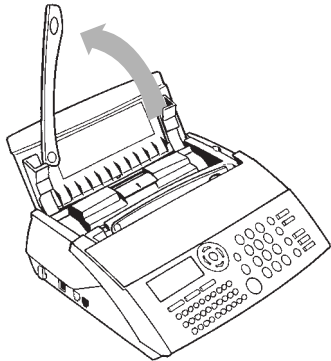
Do not place the power adaptor next to the radio module.

5 Inserting the output paper

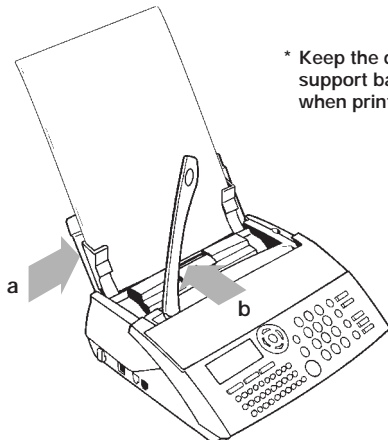
- 1 Open the sheet feeder flap by lifting it up at the side.



- 2 Lift the paper support bar.



- 3 Insert up to 30 sheets of paper between the paper guides and adjust the left paper guide (a) to the width of the paper. Press the clip (b) and allow the paper to fall down into position.



* Keep the document support bar raised when printing

IMPORTANT

It is important to have the document support bar raised during printing to prevent paper feeding back into the machine.

IMPORTANT

Use A4 paper of 80gsm. The paper should be non-transparent and not torn or crumpled.

6 Charging the handset

IMPORTANT

The new handset may not be charged. It takes up to 12 hours to charge completely.

The handset is powered by a rechargeable NiCad battery. The charger uses a fast charge system. For example, 10 minutes of charging will give about 10 minutes of talk time. When fully charged the battery should give up to 5 hours talk time and up to 50 hours standby.

When the handset is not in the charger, the charging icon indicates the current level of charge in the battery - 4 dots means the handset is fully charged and 1 dot means the charge is low.



eg 50% charge

- 1 Plug the charger into the mains.
- 2 Place the handset into the charger. The handset display shows the moving charging icon.



- 3 When the battery is fully charged the charging icons stop moving and begin to flash.



Battery low warning

If, during a call, the battery charge is running low, the handset beeps every 4 seconds.

7 Customising your DECTfax Plus

Your BT DECTfax Plus can be customised to suit your personal requirements. You can customise your Dect/fax /plus in two ways;









Step by step - by using the OK/Menu, and ▲ and ▼ buttons to scroll through the on-screen menus.

Direct access - by pressing the OK/Menu button and then entering the number of the required function.

Most instructions in this user guide are based on the 'direct access' method, which is a more effective way of operating your fax machine.

To print out a list of all the functions of the DECTfax Plus, which allows you to see them at a glance, along with the function codes to carry them out, see '*Printing out the functions list*' on page 47.

There are a number of buttons which are used to access the functions of your DECTfax Plus:

Button	What it's used for
	Accesses the function menus
	Confirms an entry or option and selects the current menu
	Exits the function menus. Any changes which were not confirmed will not be saved
	Scrolls up through the menus
	Scrolls down through the menus
	Moves the cursor right or selects a displayed menu item
	Moves the cursor left and deletes, and takes you back through menu layers
	Enables you to exit the current function or go back through the menus

Date and time

It is important that your DECTfax Plus is always set to the correct date and time. This information is shown on the fax received by the addressee and is required for faxes programmed to be sent at a later date.

Setting the date and time

- 1 Press OK/Menu then 2 then 1 then OK/Menu.



The display shows the date and time currently programmed.

- 2 Use the keypad to enter the date. For example, for 7th May 1998, 9.15, press 07 05 98 09 15.

Use the ◀ and ▶ buttons to move left and right through the display.

- 3 Press OK/Menu to confirm the entry.



Your DECTfax Plus can now be used to send and receive faxes.

NOTE

Once the date and time have been set, if you want to make a change press OK/Menu then 2 then 1 then OK/Menu to access the date and time setting function.

Entering your own telephone/fax number

Your telephone/fax number can be printed at the top of each fax you send and displayed by the machine you are calling.

To enter your own telephone/fax number

- 1 Press OK/Menu then 2 then 2. The display shows 22 NUMBER. Press OK/Menu.



- 2 Use the keypad to enter your own number, up to a maximum of 20 digits.
To enter a space, use the ▶ button; to enter a +, use the + button on the alphabetic keypad.
- 3 Press OK/Menu to confirm the entry.



Entering your name

You can add your name (such as the name of your company) to be printed at the top of each fax you send.

To enter your name

- 1 Press OK/Menu then 2 then 3. The display shows 23 NAME. Press OK/Menu.



- 2 Enter your name using the alphabetic keypad to type in the letters. You can enter a maximum of 20 characters.

To delete a character use the ◀ button.

To insert a space use the ▶ button.

- 3 Press OK/Menu to confirm the entry.



Network and dial settings

Your BT DECTfax Plus has been preset to work on a direct exchange line, or PSTN. There is no need to alter this setting unless you will be using the machine on an internal network, or PABX. If this is the case:

To change the network setting

- 1 Press OK/Menu then 2 then 4. The display shows 24 NETWORK. Press OK.



- 2 Press the ▲ and ▼ buttons to scroll through the options.



- 3 Press OK/Menu to confirm the entry.



Your DECTfax Plus has two dialling modes: TONE and PULSE. It is preset to TONE. This is the correct setting for all direct lines and most switchboards. For some switchboards it may be necessary to set the machine to PULSE dialling.

To set the dial mode

- 1 Press OK/Menu then 2 then 5. The display shows 25 DIALLING. Press OK/Menu.



- 2 Press the ▲ and ▼ buttons to scroll through the options.



- 3 Press OK/Menu to confirm the entry.



Ring settings

To set the number of rings before the machine answers automatically

- 1 Press OK/Menu then 2 then 6. The display shows 26 NO OF RINGS. Press OK/Menu.



- 2 Use the keypad to enter the number you require (2-9).

- 3 Press OK/Menu to confirm the entry.



To set the ring melody

- 1 Press OK/Menu then 2 then 7. The display shows 27 RING MELODY. Press OK/Menu. You will hear the current ringing tone.



- 2 Press the ▲ and ▼ buttons to scroll through the options. You can also select *WITHOUT RING* to have no ringer tone at all.



- 3 Use the + and - buttons to select the volume. There are 4 levels.



- 4 Press OK/Menu to confirm your choices. When *WITHOUT RING* is selected the TEL icon will flash constantly in the display.



Setting the receive mode

You can set your DECTfax Plus to answer calls automatically or manually. There are two auto answer modes, to allow you to receive just telephone calls and faxes or telephone calls, faxes and voice messages.

To set the receive mode

- Press the Tel Fax Tad button to switch between manual; phone and fax; and phone, fax and answering machine.



Tel mode

When set to Tel mode, the display shows:



All calls must be answered manually. If the call is a fax (you will hear beeps from the other fax machine), wait a few seconds and the basestation will automatically switch to fax receive mode. If it does not, press # then 7 on your handset to activate fax receive mode.

Tel/Fax mode

When set to Tel/Fax mode, the display shows:



Your DECTfax Plus will automatically determine whether an incoming call is a phone call or a fax call.

Tel/Fax/Tad mode

When set to Tel/Fax/Tad mode, the display shows:



If a call is unanswered, the call will be taken first by the answering machine. If the call is a fax it will be received automatically.

Your DECTfax Plus machine is now fully set up for use. To make any changes to your settings, simply repeat the procedures.

Using your fax machine

Sending a fax

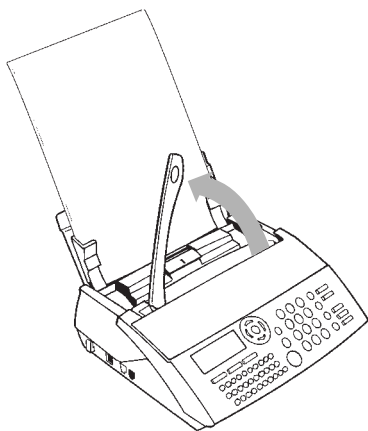
WARNING

Do not put paper into the machine if:

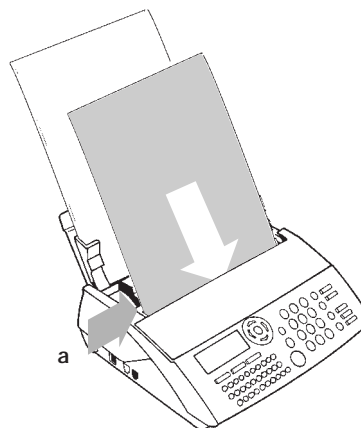
- *it has paper clips, staples or any metal attachment*
- *it is wet with ink, paste or correcting fluid*
- *it is too thick or too thin and flimsy*
- *it has sellotape or other paper stuck on it*

To send a fax

- 1 Open the sheet feeder flap (if not already open) and raise the document support bar.



- 2 Place the document(s) face down into the document feeder and adjust the left-hand guide (a) to the width of the paper if necessary. The display will show *READY* when the documents are correctly placed.



The document feeder will take a maximum of 5 sheets. If you are sending more than one sheet, the feeder will automatically take from the bottom of the pile.

- 3 Dial the fax number you require. You can dial manually or use the DECTfax Plus directory, see page 21.

You can delete digits using the ◀ button.

- 4 Press **Start**. The display shows *MEM PG 1*, then *CALLED NUMBER* and begins to send the document.

Start

If the number dialled is engaged, your DECTfax Plus will automatically redial the number, after a few minutes. You can redial the number yourself by pressing the **Start** button.

With call monitoring

- 1 Place the document to be sent in the sheet feeder.
- 2 Press the **Hands Free** button. The display shows *HANDS FREE*. You will hear the dialling tone.



- 3 Dial the number you require.
- 4 Press **Start** to start sending the fax..




Start

If there is an answering machine at the other end, press Start towards the end of the outgoing message.

Resolution

You can adjust the resolution at which your DECTfax Plus sends documents.

There are three settings:

<i>Resolution</i>	<i>Use with</i>
Normal (Default)  <small>Fine Photo Erase Cld Fax Tst</small>	Documents which do not contain fine detail eg a page of text
Fine  <small>Fine Photo Erase Cld Fax Tst</small>	Documents which include small characters or drawings
Photo  <small>Fine Photo Erase Cld Fax Tst</small>	Documents which include pictures. Colours will be shown in shades of grey.

To adjust the resolution

- 1 Place the document in the document feeder.
- 2 Press **Fine Photo**. An arrow will appear in the display positioned above the word *FINE*.

Fine Photo

- 3 Press **Fine Photo** again to toggle between the settings *FINE*, *PHOTO* and *NORMAL*

Fine Photo

Delayed send and broadcasting

This allows you to send a fax automatically at a preset time, within the next 24 hours. It also allows you to send a fax to up to 6 different numbers.

To use delayed send and broadcasting

- 1 Place the document in the document feeder.
- 2 Enter the number that you want to send to.
- 3 If you want to send to more than one number press the ► button. The display shows *CALLED PARTY 2*. You can enter up to six numbers using the ► button to go to the next entry.



If the number you want to call is stored in the directory press the first letter of the name on the alpha keypad. The first name starting with this letter will be displayed. If this is not the one you want, use the ▼ button to scroll to the required name.

- 4 When you have finished entering the numbers press the OK/Menu button. The display shows *SEND AT* and the current time, with the first digit flashing so that you can enter the time at which the fax is to be sent.



- 5 Enter the time, using the 24 hour clock at which you want the fax to be sent then press

OK/Menu. To send the fax immediately, just press OK/Menu without entering a time.



- 6 If you have entered only one fax number the display shows three options (use the ▼ button to see the third): *MEMORY*, *PAPER FEEDER* and *TYPE MESSAGE*. If you have entered more than one fax number the display shows two options: *MEMORY* and *TYPE MESSAGE*. If you choose *MEMORY* the fax that you are sending will be scanned and sent from memory.
- 7 If you choose *PAPER FEEDER* the fax will be held in the paper feeder until the DECTfax Plus is ready to transmit it.
- 8 If you choose *TYPE MESSAGE* you can type in the text of your fax, up to 80 characters, using the alpha keypad and dialling keypad for numbers.
- 9 The display gives you two further options when you have chosen *MEMORY* or *TYPE MESSAGE*:

WITH HEADER PG

The document is sent with a fax header sheet. If selected, you are prompted to type in text. (Only available if the document is to be sent from the memory)

WITHOUT PAGE

The document is sent without a header sheet

- 10 Press the ▲ and ▼ buttons to scroll through the options and press OK/Menu to select the option you require.



If you want to cancel a delayed send simply remove the document from the feeder. Or if the document is to be sent from the memory see 'To cancel a timed job' on page 25.

To send the faxes immediately simply press Start after entering the last number.

Call back

Call back allows you to interrupt a fax to speak to the person at the other end.

To use call back

- 1 While the document is being sent or received is complete, press Hands Free.



The display will alternate between *TRANSMISSION*, if a document is being sent, or *RECEPTION*, if a document is being received and *PHONE*.

- 2 When the page that is being sent has gone through, the other person's telephone will ring and if they pick up, your handset will then ring.
- 3 Answer the handset as normal and speak.

Receiving a fax

You can set your DECTfax Plus to print faxes as they are received or incoming faxes can be stored in the memory, up to 20 Slerexe* pages, and printed out at a later date. The default setting is for memory receive to be switched on.

To switch off memory receive

When memory receive is off, you must ensure paper is in the sheet feeder.

- 1 Press OK/Menu then 3 then 6. The display shows 36 RX IN MEM.



- 2 Press OK/Menu. The display shows two options:



YES Incoming faxes are stored in the memory, even if there is paper in the sheet feeder. This is the default setting.

NO Incoming faxes are printed as they are received. If there is no paper in the sheet feeder, the faxes are stored in the memory.

- 3 Use the ▲ and ▼ buttons to select *NO*. Press OK/Menu to confirm the change.



* Slerexe is the name for the standard fax page.

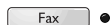
If you answer a call on a telephone that is on the same line as the DECTfax Plus, and the call is a fax, you activate the DECTfax Plus by pressing # then 7 on the telephone keypad then hanging up the telephone when you hear the tones from the DECTfax Plus.

To print out received faxes

When you have faxes stored in the memory the Fax button light will flash. You can print in normal mode or economy mode.

Normal

- Make sure you have paper in the sheet feeder. Press the Fax button. The stored faxes will print out.



Economy

This allows you to print out messages reduced by 50% vertically so that two pages fit onto one A4 printout.

- 1 Press OK/Menu then 5 then 7. The display shows *FAXES IN MEM.*



- 2 Press OK/Menu. Select *ECONOMY*. You can toggle between *ECONOMY* and *NORMAL* using the ▲ and ▼ buttons.



- 3 Press OK/Menu to confirm the setting and the stored faxes are printed in reduced size.



If you have created any mailboxes, before printing you will be asked to enter a mailbox number.

- 4 Enter the mailbox number you want to print from, or enter 0 to print from the main memory.
- 5 Press OK/Menu to confirm the setting and the stored faxes are printed in reduced size.



Fax memory full

When there are too many faxes in the memory the machine can no longer store any additional faxes. The display will show *MEMORY FULL*.

To clear space in the memory

- Press the Fax button. The stored faxes will be printed and subsequently deleted from the memory.



Using the directory to store and dial numbers

Your DECTfax Plus can store up to 50 names and numbers in its directory. You can then quickly dial a number from the directory after entering its memory number or letter.

To store a number in the memory

- 1 Press OK/Menu then 1 then 1. The display shows *11 ADD NAME*.



- 2 Press OK/Menu. The display shows *NAME*. Enter the recipient's name using the alphabetic keypad.



- 3 Press OK/Menu. The display shows *TEL*. Enter the recipient's number using the numerical keypad.



- 4 Press OK/Menu to confirm your entry. The display shows *11 ADD NAME*.



- 5 Press OK/Menu to add another entry, or press **Stop** to return to standby.



To insert a pause

With some switchboards, after dialling the access code you may have to wait for a moment while the switchboard picks up an outside line.

If so, press the Recall button to insert a pause before keying in the telephone number. A pause is shown in the display as a */*.



To dial a number stored in the memory

This can be to send a fax or to make a hands free phone call.

- 1 Enter the first few letters of the recipient's name using the alphabetical keypad. For example, if you want to call YOUNG enter Y. The first name beginning with Y appears. If it is not *YOUNG*, for example *YATES* use the ▼ button to scroll through the entries or enter 0 to display the first name beginning *YO*.



- 3 To send a fax, press **Start** and the fax will automatically be sent to the required number.



- 4 To make a hands free call, press the Hands Free button.



To print out a list of names and numbers stored in the directory

- Press OK/Menu then 1 then 2 then Start.



To edit entries in the directory

- 1 To edit an entry press OK/Menu then 1, then 3. The display shows 13 *MODIFY*.



- 2 Press OK/Menu. The display shows *MODIFY* and the last name in the directory. Use the ▲ and ▼ buttons to scroll through the entries until you reach the name you want to alter, then use the ◀ button to delete letters.



- 3 Press OK/Menu. The display shows the number that was entered with that name, which you can also modify.



- 4 To delete an entry press OK/Menu then 1, then 4. The display shows 14 *CANCEL*.



- 5 Press OK/Menu. The display shows *CANCEL* and the last name in the directory. Use the ▲ and ▼ buttons to scroll through the entries until you reach the entry you want to

delete, then press OK/Menu to delete it, then OK/Menu again to confirm the deletion.



Send reports

You can set your DECTfax Plus to print out a report of your fax transmissions. There are three settings:

Report setting	What is printed
ALWAYS	a report is printed after every fax
OFF	no report will be printed (this is the default setting).
ERROR ONLY	a report will only be printed to record a failed transmission

To change the send report setting

- 1 Press OK/Menu then 3 then 4. The display shows 34 *SEND REPORT*.



- 2 Press OK/Menu. The display shows the current setting - the default setting is off.



- 3 Use the ▲ and ▼ buttons to scroll through the options. Press OK/Menu to confirm your choice.



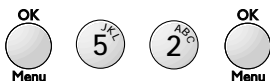
To print out a report of the last activity, press OK/Menu then 5 then 6 then Start.

Activity Reports

The DECTfax Plus will record details of the last 30 fax transactions.

To manually request fax details

- Press OK/Menu then 5 then 2 then OK/Menu.



Polling

Polling is an operation in which another fax machine retrieves a fax from your machine, or your machine retrieves a fax from another machine.

To set up faxes to be polled by another machine

- Make sure the fax icon is displayed (see 'Setting the receive mode' on page xx).
- Place a document into the sheet feeder.
- Press OK/Menu then 3 then 3. The display shows 33 SEND POLLING.



- 4 Press OK/Menu.

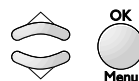


The display shows two options:

SINGLE POLLING The document is deleted after it has been polled

MULTI POLLING The document can be polled indefinitely until deleted from the memory (see 'To cancel a timed job' on page 25).

- 5 Use the ▲ and ▼ buttons to scroll through the options and press OK to select the option.



- 6 Use the ▲ and ▼ buttons to scroll through the options: *PAPER FEEDER* (only with Single Polling), *MEMORY* or *TYPE MESSAGE*.



- 7 Press OK to select the option displayed. If you choose *PAPER FEEDER* the display returns to standby and alternates with *DOC TO BE POLLED*. When the machine that is going to poll your document calls up, the document will automatically be sent.



If you choose *MEMORY* the display will show *SINGLE POLLING*. Press the ► button to

display the available options: *SINGLE POLLING* and *MULTI POLLING*. Choose *SINGLE POLLING* to delete the document from memory after it has been polled; choose *MULTI POLLING* for the document to be held in the memory and polled by several fax machines.

If you choose *TYPE MESSAGE* you can type in the text of your fax, up to 80 characters, using the alpha keypad and dialling keypad for numbers.

- 7 The display shows *NB PAGES*. Enter the number of pages to be transmitted.
- 8 Press Start. The display shows *DOC TO BE POLLED*.



To poll faxes from another machine

- 1 Press OK/Menu then 3 then 2. The display shows *32 RCVE POLLING*.



- 2 Press OK. The display shows *CALLED PARTY*.



- 3 Enter the fax number of the machine you want to poll the document from.
If you want to poll from more than one number press the ► button. The display shows *CALLED PARTY 2*. You can enter up to

six numbers using the ► button to go to the next entry.

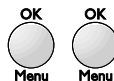


- 4 For immediate polling press Start.



Your DECTfax Plus calls the other machine.

- 5 To set your machine to poll at a specified time, press OK/Menu, enter the polling time and press OK/Menu to confirm the entry.



The display will show the time and fax number of the next job to be sent.

Timed jobs

You can set your DECTfax Plus to manage timed jobs like delayed send, broadcasting and polling. Your DECTfax Plus can print out a list of timed jobs, cancel a job, carry out a timed job immediately, modify a job or print out a document waiting to be sent.

To print out a list of timed jobs

- 1 Press OK/Menu then 6 then 5. The display shows *65 PRINT LIST*.



- 2 Press OK/Menu. A list showing the characteristics of each job will print out.



To cancel a timed job

- 1 Press OK/Menu then 6 then 3. The display shows 63 CANCEL JOB.



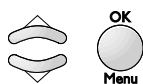
- 2 Press OK/Menu.



The different types of timed jobs displayed are:

<i>TX</i>	Delayed send job
<i>DOC</i>	Document to be polled by another machine
<i>POL</i>	Timed polling job

- 3 Use the ▲ and ▼ buttons to scroll through the jobs. Press OK/Menu to select the job to be cancelled.



- 4 Press OK/Menu to confirm your choice.



To start a timed job immediately

- 1 Press OK/Menu then 6 then 1. The display shows 61 START JOB.



- 2 Press OK/Menu to bring up the list of timed jobs.



- 3 Use the ▲ and ▼ buttons to scroll through the jobs.



- 4 Press Start to perform the selected job.



To modify a timed job

- 1 Press OK/Menu then 6 then 2. The display shows 62 MODIFY.



- 2 Press OK/Menu to bring up the list of timed jobs.



- 3 Use the ▲ and ▼ buttons to scroll through the jobs. Press OK/Menu to select the job to be modified.



- 4 Make the changes as necessary and press the OK/Menu button to confirm the changes.



To print out a timed job

It can be helpful to print out a document in order to check it.

- 1 Place paper in the printer sheet feeder.
- 2 Press OK/Menu then 6 then 4. The display shows 64 PRINT DOC.



- 3 Press OK to bring up the list of timed jobs.



- 4 Use the ▲ and ▼ buttons to scroll through the jobs and press Start to print the selected job.



Using your handset

IMPORTANT

In order to use your DECTfax Plus handset the radio module must be connected to the base unit and the base unit must be connected to both the telephone line and power socket (see steps 4 & 5 of 'Setting up' on pages 10 & 11).

IMPORTANT

The new handset may not be charged. It takes up to 12 hours to charge completely.

Switching the handset on and off

Your handset must be switched on before you can use it to make or receive calls.

To switch the handset on

- 1 Open the cover by pressing the catch on the left-hand side of the handset.
- 2 Press *and release* the On/Off button. The display shows the handset number. You can now make and receive calls.



To switch the handset off

- Press *and hold* the On/Off button until the screen goes blank. The handset is now switched off. When switched off, the handset cannot receive calls.



Making and receiving calls

When making a call, your handset must be in radio contact with the base station; the display will show the handset's registration number, for example - 1 -.

To make a call

- 1 If the handset is not switched on, press the On/Off button.
- 2 Press the Talk button. The display shows the Talk icon. The base unit display shows *HANDSET ON LINE*.



- 3 Listen for a dialling tone and then dial the number you require.

- 4 To end the call, press the Talk button.



You can dial the number *before* pressing the Talk button:

- 1 Dial the number you want to call.
Use the Clr button to delete numbers to make sure you don't dial a wrong number.



- 2 Press the Talk button. The number entered is dialled after a few seconds.



To receive a call

- 1 When your handset rings press the Talk button.



- 2 Press the Talk button to hang up after the call is over.



If you hear beeping from the handset while you are using it, it means that the battery is running low and needs charging.

If you hear fax tones when you answer the handset pressing # then 7 will automatically transfer the signal to the fax machine.

Answering mode

When the handset is on the charger you can set it to answer and finish calls in two ways. In mode 0 you must always press the TALK button to receive and finish the call; in mode 1 you simply lift the handset to receive the call and replace it to finish the call.

To choose the mode

- 1 Press OK. The display shows F (function).
Then press 8. The display shows F8 and the current mode setting (0 or 1).



- 2 Use the ▲ or the ▼ button to change the mode.



- 3 Press OK to confirm your choice. The handset beeps.



Earpiece volume

To adjust the volume in the earpiece



- 1 During a phone conversation, press ▲ to increase the volume and ▼ to decrease it.

Secrecy

While making a call you can stop the other person hearing you talk to someone in the same room as you.

- 1 During a call, press **Clr** on the handset.
You can now talk without the other caller hearing you.



- 2 Press **CLR** again to switch secrecy off.



Last number redial

The handset will store your recently dialled numbers (up to 200 digits in total).

- 1 Press the **Redial** button. The display will show the last number dialled.



- 2 Use the **▲** or the **▼** button to scroll through the numbers stored.



- 3 When you see the number you want to call, press the **Talk** button and the number will dial automatically.

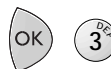


Ring melody and volume

You can choose from five ring melodies.

To change the ring melody

- 1 Press **OK** then **3**. The display will show a number from 1 to 5 and at the same time play that melody.



- 2 Use the **▲** or the **▼** button to move from melody to melody.



- 3 Press **OK** to confirm your choice.



To adjust the ring volume

Your DECTfax Plus handset has two ring volume settings - loud and soft.

- 1 Press **OK** then **2**.



- 2 Use the **▲** and the **▼** buttons to choose a loud or a soft ring.

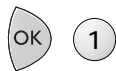


- 3 Press **OK** to confirm your choice.



To switch off the ring tone

- 1 Press OK then 1.



- 2 By pressing the ▲ or the ▼ button you can switch the ring tone off or on. When it is off the display shows the RINGER OFF icon.



- 3 Press OK to confirm your choice.



Using the handset directory

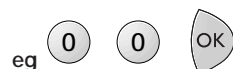
Each handset has a directory that can store up to 20 numbers. Each number will have a two-digit reference number, from 00 to 19.

To store a number

- 1 Press the ▲ or the ▼ button. The display shows MEM.



- 2 Enter the two-digit number under which you want to store the phone number, for example 00, then press OK.



Alternatively you can use the ▲ or ▼ button to scroll through the two-digit numbers.



- 3 Enter the telephone number you want to store using the keypad. Press the Clr button to delete incorrectly entered digits.



If you are on a PABX exchange (switchboard) you may need to have a pause in the stored number. Use the R button for this. The pause is shown on the display as $\bar{}$.

- 4 Then press OK to confirm the entry. The handset beeps and displays the stored number. The handset returns to standby after about 20 or 30 seconds, or you can use the Clr button to return to standby immediately.



To change a stored number

- 1 Press the ▲ or the ▼ button.



- 2 Enter the two-digit memory number or scroll through the stored numbers until you reach the phone number you require.

- 3 Press OK when you have the number displayed then use Clr to delete the number.



- 4 Enter the new phone number.
- 5 Press OK again to confirm the change.



To dial a number from the directory

There are two ways to do this: you can display either the two-digit reference number, or the telephone number itself.

The display shows up to 12 digits. If the number has more than 12 digits, use the ★ and # buttons to scroll backwards and forwards through the number.

To display the telephone number

- 1 Press the ▲ or the ▼ button to access the memory.



- 2 Use the ▲ and ▼ buttons to scroll through the telephone numbers until you see the one you want.



- 3 Press the Talk button and the number will dial automatically.



You can dial from the memory directly by entering the two-digit reference number followed by #. For example 07 then # will immediately dial that telephone number.

To display the reference number

- 1 Press the ▲ or the ▼ button.



- 2 Enter the reference number you require, for example 07.
- 3 Press the Talk button and the number will dial automatically.



To dial a number from the base station directory

- 1 Press the i button on the handset.



- 2 Use the ▲ and ▼ buttons to scroll through the telephone numbers until you see the one you want. (Names will not be displayed at the handset).



- 3 Press the Talk button and the number will dial automatically.



Keypad tones

The handset is preset to have no keypad tones. You can set it to loud or soft tones.

- 1 Press OK then 5.



- 2 Use the ▲ button to increase the volume.
The display will show 2 dashes or one or two blocks.



- 3 Use the ▼ button to decrease the volume or switch the tones off.



- 4 Press OK to confirm your choice.



Call timer

After you have finished a call you can check the length of the call.

To check the duration of a call

- 1 When you have finished a call, press the Clr button. The display shows the length of the call in hours, minutes and seconds. The display will return to normal after a few seconds.



- 2 To clear the call duration, press the Clr button again while the call duration is being shown. The display will return to 00 00 00.



Using the answering machine

Answer mode

Your DECTfax Plus also operates as an answering machine. The answering machine has two basic modes:

Answer and record	The answering machine plays your outgoing message and then callers can leave a message
Answer only	The answering machine plays your outgoing message then switches to fax receive mode. Callers can send a fax but not leave a voice message.

Your DECTfax Plus is preset to Answer and record mode.

To change the answer mode

- 1 Press OK/Menu then 4 then 5. The display shows *45 ANS MODE*.



- 2 Press OK/Menu. The display shows *451 RECORD UNIT* and *452 ANSWER ONLY*.



- 3 Use the ▲ and ▼ buttons to change between the options. To set Answer and record select *451 RECORD UNIT*. To set Answer only select *452 ANSWER ONLY*.



- 4 Press OK/Menu to select the option..



To switch the answering machine on and off

- Press the Tel Fax Tad button until the display shows the answering machine icon. The answering machine is now switched on.
- To switch the answering machine off press the Tel Fax Tad button until the answering machine icon is not visible in the display. The answering machine is now switched off.



Recording your outgoing message

Before you can use the answering machine you need to record an outgoing message.

To record an outgoing message for Answer and record mode

This message can be up to 20 seconds long.

- 1 *At the base station* - Press OK/Menu then 4 then 1. The display shows *41 RECORD OGM*.



- 2 Press OK/Menu. The display shows *411 OGM*.



- 3 Press OK/Menu. The display shows *PLEASE OFF HOOK OGM*.



- 4 *At the handset* - Press the Talk button and start speaking to record your outgoing message. The display on the base station shows *RECORD* and the recording time left in seconds.



- 5 Press the Talk button on the handset to stop recording. The base station replays the recorded message before returning to standby.



To record an outgoing message for Answer only mode

This message can be up to 90 seconds long.

- 1 *At the base station* - Press OK/Menu then 4 then 1. The display shows *41 RECORD OGM*.



- 2 Press OK/Menu. The display shows *411 OGM* and *412 SIMPLE OGM*.



- 3 Press the ▼ button to select *412 SIMPLE OGM*.



- 4 Press OK/Menu to confirm the selection. The display shows *PLEASE OFF HOOK OGM*.



- 5 *At the handset* - Press the Talk button and start speaking to record your outgoing message. The display on the base station shows *RECORD* and the recording time left in seconds.



- 6 Press the Talk button on the handset to stop recording. The base station replays the recorded message before returning to standby.



Listening to your messages

If you have received any messages the PLAY light will light up and the display will show the total number of messages received. If you have received new messages the PLAY light will flash. You can listen to your messages either at the base station or through your handset.

At the base station

To listen to your messages

- Press the **PLAY** button. Your messages are played back to you.



During playback the display will show the message number and the date and time that it was received. New messages are played first.

To stop playing the messages before they have finished, press the Stop button.

If you have any mailboxes set up, the base station will ask you for a mailbox number. To play messages in the main memory, press 0.

To skip back and forward through your messages

During playback you can use the ◀ and ▶ buttons to move backwards and forwards through your messages.

- Press ▶ *once* to skip to the next message.



- Press ▶ *twice* or more to skip forward through your messages.



- Press ◀ *once* to go back to the start of the current message.



- Press ◀ *twice* or more to skip backwards through your messages.



To delete single messages

- Press the **Erase** button while the message is playing.



To delete all messages

- 1 Press the **Erase** button.



- 2 Press the **PLAY** button. All the stored messages will be deleted.



You cannot delete all messages if the red Play light is flashing.

At the handset

To listen to your messages

- Press **i** then **9**. Your messages are played back to you. When all your messages have been played the machine beeps twice.



If you have not received any messages the machine beeps.

Protecting stored messages

You can prevent unauthorised access to your messages at the base station.

To protect stored messages

- 1 Create a remote access code, if you have not already done so (see 'Remote Access', page 46).
- 2 Press OK/Menu then 8 then 2. The display shows 82 REMOTE ACCESS.



- 3 Press OK/Menu. The display shows WITH and WITHOUT.



- 4 Use the ▲ button to select WITH.



- 5 Press OK/Menu to confirm the selection.



You will be asked to enter your Remote access code before messages are played back.

Recording a memo message

You can record a message on your DECTfax Plus using your DECT handset. The memo can be up to 90 second long. Memos are replayed as incoming messages.

To record a memo

- 1 At the base station - Press OK/Menu then 4 then 3. The display shows 43 RECORD MEMO.



- 2 Press OK/Menu. The display shows PLEASE OFF HOOK RECORD MEMO.



- 3 At the handset - Press the Talk button and start speaking to record your outgoing message. The display on the base station shows RECORD and the recording time left in seconds.



- 4 Press the Talk button on the handset to stop recording.



- 5 Press Stop at the base station to return to standby. The PLAY light will flash and the display will show that a new message has been recorded.








If you have any mailboxes set up, the base station will ask you for a mailbox number. If you want to record the memo in a mailbox, enter the relevant number (1 - 5). If you want to record in the main memory, press 0.

Operating the answering machine from the handset











You are able to fully control your DECTfax Plus answering machine through your handset by pressing the keypad numbers.

- Press **i** then **9** on the handset to access the answering machine.

While listening to your messages

<i>Press</i>	<i>To</i>
	Pause or restart listening
	Skip to the next message
	Restart listening to a message
 	Skip to the previous message

After listening to your messages

<i>Press</i>	<i>To</i>
	Replay all messages
 	Delete all messages
 	Record a new outgoing message
	Stop recording the outgoing message
	Listen to your outgoing message
 	Switch on the answering machine
	Switch off the answering machine

- To finish operating the answering machine, press the TALK button.



To remotely access your answering machine see 'Remote access', on page 46.

Using mailboxes

This facility allows up to five people to have their own individual addresses at which they can receive fax or voice messages.

To create a mailbox

- 1 Press OK/Menu then 7 then 1. The display shows *71 CREATE*.



- 2 Press OK/Menu. Enter a mailbox number between 1 and 5.



- 3 Press OK/Menu. The display shows *711 MAILBOX CODE*. This is a security code which you set to restrict access to your mailbox.



- 4 Press OK/Menu. Enter a four digit code other than *0000*.



- 5 Press OK/Menu. The display shows *712 REMOTE ACCESS*.



- 6 Press OK/Menu. The display shows two options:



WITH The security code is required to access your mailbox.

WITHOUT The security code is **not** required to access your mailbox.

Use the ▲ and ▼ buttons to switch between the two options.



- 7 Press OK/Menu. The display shows *713 MBX ANNOUNCE*. You can now record an outgoing message that is dedicated to this mailbox.



- 8 Press OK/Menu, the display shows *PLEASE OFF HOOK OGM*.



- 9 *At the handset* - Press the Talk button and start speaking to record your outgoing message.



- 10 Press the Talk button on the handset to stop recording. The base station replays the recorded message.



- 11 After replay, the display shows *HANDSET NUM*. you can now dedicate a handset to this mailbox to enable you to access voice messages from a handset.

- 12 Press OK/Menu, the display shows *HANDSET NUM* and 0. Enter the number of the handset (this is shown in the handset display) or leave it at 0 if you don't want a dedicated handset.



To delete a mailbox

- 1 Press OK/Menu then 7 then 2. The display shows 72 *CANCEL*.



- 2 Press OK/Menu. Enter the number of the mailbox you want to delete. When deleting a mailbox, you don't need to enter its security code.



- 3 Press OK.



- 4 Press OK/Menu to confirm your choice.



To deposit faxes or messages in a mailbox

- 1 Your machine must be in Tel Fax mode or Tad mode (see '*Setting the receive mode*', page 15).
- 2 The person calling you dials your number and, after your DECTfax Plus has answered, then presses #, then 1, then your mailbox number (1-5) on their phone keypad. The outgoing message for that mailbox will be played and the caller can then leave a voice message or send a fax.

The caller must be using a Touchtone™ telephone.

To access messages in a mailbox

At the base station

- 1 Press the Play or Fax button as appropriate.



- 2 Enter your mailbox number then press OK/Menu.



- 3 If you have locked the mailbox (selected *REMOTE ACCESS WITH*) you will also need to enter your four digit security code.

You will then hear your voice messages or your faxes will print out.

From the handset

You can access voice messages in mailboxes using the handset that has been dedicated to that mailbox.

- 1 Press the I button then 9.



- 2 The handset accesses the recorded message and plays it to you.

To send protected messages to a remote fax mailbox

You will only be able to send protected documents to a fax that has similar security functions, for example, another BT DECTfax.

- 1 Press Menu then 7 then 3. The display shows *73 TX MAILBOX*.



- 2 Place the document to be sent into the document.
- 3 Press OK/Menu.



Enter the fax number you want to send to followed by their mailbox number, followed

by the start time and transaction type (memory, paper feeder or alpha key), as for a delayed send, followed by the number of pages

- 3 Press Start and the message will be sent.



Polling from a remote mailbox

You can retrieve a document from the mailbox of a compatible fax machine that has similar security functions, for example another BT DECTfax, as long as you know the mailbox number and its access code.

- 1 Press OK/Menu then 7 then 4. The display shows *74 MBX POLLING*.



- 2 Press OK/Menu. Enter the fax number you want to contact, followed by the mailbox number, followed by the four digit access code, followed by the transaction start time



- 3 Press OK/Menu to confirm the entries The fax machine will be contacted and the message(s) retrieved by your machine.



Using additional handsets

Multiple registration

You can use up to 4 handsets with your DECTfax Plus base station. A handset can be registered with up to 4 DECT base stations.

For each handset to interact with the base station, they must be registered with it. Your handset is pre-registered with the base station as handset number 1.

Once you have more than one handset registered with your DECTfax Plus base station, you can transfer calls from the base station to a handset, or from one handset to another.

To register a handset

A handset can be registered to the base station only if the handset security code on the base station matches the code on the handset. Both these codes are preset to 0000, but you can change the code at the base station to make it possible to register a handset to the base only with your authorisation.

If you want to keep the code as 0000 then you can register handsets using the simple method.

If you want to change the code, or register a handset to more than one base station, handsets must be registered using the customised method.

The simple method

Use this method if you have only one base station and the handset security code is 0000.

- 1 *At the handset* press OK then 6. The connection icon will flash.



- 2 *At the base station* press OK/Menu then 8 then 8. The display shows 88 HANDSET REGIS.



- 3 Press OK/Menu. The base unit searches for handset to be registered. Once found, the handset is assigned the next available handset number. The handset display now shows the handset number it has been assigned and the connection icon will go out.



The customised method

Use this method if you:

Have set the base station handset security code to a number other than 0000.

Want to register a handset to more than one base station.

Want to allocate a handset with a handset number other than the next sequential one.

- 1 *At the base station* press OK/Menu then 8 then 8 then OK/Menu again.



- 2 *At the handset* press OK then 9, then use the ▲ and ▼ buttons to scroll to the first empty location, indicated by a line of dashes in the display.



- 3 Press OK. The telephone icon flashes in the display.



- 4 After a few seconds the display shows four dashes (- - - -) to prompt you to enter the handset security code
- 5 Enter the code that is on the base station, either 0000 or whatever you have changed it to.

- 6 Press OK and the display will show the available handset numbers (1-4).



- 7 Press the number you want on the keypad - the display will show this number to indicate that the handset is registered.

To change the handset security code

- 1 Press OK/Menu, then 8, then 7.



- 2 Press OK/Menu. The display shows *OLD CODE* then ★ ★ ★ ★.



Enter the old code. This should be 0000, if it has not already been changed.

- 3 The display shows *NEW CODE* then ★ ★ ★ ★. Enter the new code. When the 4th digit has been entered, the display returns to standby.

To register a handset to more than one base station

Use '*The customised method*' to register a handset with up to 4 DECT base stations.

A handset registered to more than one base station will stay 'linked up' to its current base station as long as it is in range of it. As the handset moves out of range, it will 'link up' with the next base station it comes into range of.

To prioritise a base station

You can set a handset to give priority to a particular base station, so that it will always link up to that base station first if it is in range.

- 1 Press OK then 7 on the handset, then use the ▲ and ▼ buttons to select the base station number you want to prioritise.



- 2 Press OK to confirm your choice.



A small square in the display indicates that no base station is prioritised.

To deregister a handset

- 1 *At the base station* - press OK/Menu then 8 then 9. The display shows the handset numbers that are registered.



- 2 Enter the number of the handset you want to deregister (1-4) then press OK/Menu to confirm deregistration. If a handset is not registered the display shows INIT - F6.

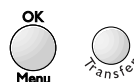


Transferring calls

To transfer a call from the base station to a handset

You can make or receive a call at the base station and transfer it to a handset.

- 1 *At the base station* - press OK/Menu then Transfer. The base station display will show *HANDSET NUMBER*.



- 3 Enter the number (1-4) of the handset you want to transfer the call to. That handset will ring.



eg

- 4 *At the handset* - when the handset rings, press the Talk button to take the call.



Transferring a call from one handset to another

- 1 During a telephone call, tell the caller they will be transferred and press the i button.



- 2 Enter the number (1-4) of the handset you want to transfer the call to. That handset will ring. If you want to ring all the handsets at the same time, press the ★ button.



eg

- 3 *At the other handset* - press the Talk button to connect the internal call. The two handsets can now talk to each other while the external caller is on hold.



- 4 *At the first handset* - press the Talk button to end the internal call. Your external caller is then transferred to the other handset.

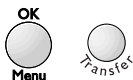


Paging a handset

If you want to hail a handset or find out where it is, you can page it from the base station.

To page a handset from the base station

- 1 *At the base station*, press OK/Menu then Transfer. The base station display will show *HANDSET NUMBER*.



- 2 On the keypad, enter the handset number (1-4) that you want to contact. If you want to contact all the handsets at the same time, press the ★ button. The display will show *FIND HANDSET*.



- 3 The base station will beep, and the handset(s) you are contacting will ring.
- 4 *At the handset being contacted*, the display will show a flashing INTERCOM icon and the handset will ring.

Call Monitor

When using a handset, it is possible to listen to the conversation at the base station as well.

To listen to a call through the base station

- 1 *At the handset*- during a call press OK then 0. The call can now be heard through the base station loudspeaker.



- 2 To stop listening through the base station, press OK then 0 again.



Additional features

Remote access

Your DECTfax Plus enables you to access your stored faxes and messages remotely (from another phone) by dialling your number and using the numerical keypad to control the machine.

Remote access codes

To protect your messages you must set up a remote access code. This acts as a 'password' you need to enter when accessing your messages remotely.

Creating a code



- 1 Press OK/Menu then 2 then 8. The display shows *28 REMOTE CODE*.



- 2 Press OK/Menu. Enter the four digit code



- 3 Press OK/Menu to confirm your entry

Remote access of your fax machine

You can retrieve faxes from your DECTfax Plus from another fax machine.

- 1 From another fax machine dial your phone number.
- 2 Press the ★ button during the announcement.



- 3 Enter your four-digit security code. Any voice messages you have will be played, followed by a series of beeps.
- 4 At the end of the message(s) and during the beeps press 8 then 0. Your DECTfax Plus will then transmit all the faxes received and stored its memory.



WARNING

When you remotely retrieve your faxes they are automatically deleted from the memory.

Remote access of your answering machine

You can access your voice messages stored in your DECTfax Plus from another telephone.

- 1 From another telephone dial your number.
- 2 Press the ★ button during the announcement.



- 3 Enter your four-digit security code. Your voice messages are played back to you, followed by a series of beeps.

Remote access of your mailbox(es)

You can retrieve fax and voice messages stored in your DECTfax Plus mailboxes.

- 1 From another telephone dial your number.
- 2 Press the # button then 1 then enter your mailbox number during the announcement.



- 3 Enter your four-digit security code. Your voice messages are played back to you.

If you want to retrieve faxes, press 8 then 0 then Start during the beeps at the end of the voice messages.



Start

Using your DECTfax Plus as a photocopier

- 1 Make sure you have inserted some paper into the output sheet feeder.
- 2 Place the document you want to copy face down in the document sheet feeder (as if for sending a fax).
- 3 Press Copy. The machine will copy the document.

Copy

After the document has been sent, the resolution setting returns to NORMAL.

Printing out the functions list

This allows you to print out a list of all the functions of your DECTfax Plus along with the number codes to operate them.

To print out the functions list

- 1 Make sure there is some paper in the output sheet feeder.
- 2 Press OK/Menu then 5 then 1. The display shows 51 GUIDE.



- 3 Press OK/Menu. The functions list is printed out.



Printing the fax directory

This allows you to print out the names and numbers stored in the fax directory.

- 1 Press OK/Menu then 1 then 2. The display shows *12 PRINT*.



- 2 Press OK/Menu. The fax directory will print out in alphabetical order.



Printing out settings

This shows you the configuration of the machine's operating mode at any given point

- 1 Press OK/Menu then 5 then 4. The display shows *54 SETTINGS*.



- 2 Press OK/Menu. The machine set-up configuration will print out.



Alarm

You can set your DECTfax Plus to act as an alarm.

To set the alarm

- 1 Press OK/Menu then 8 then 1. The display shows *81 ALARM*.



- 2 Press OK/Menu. The display shows *START*.



- 3 Press OK/Menu again. The display shows *SET HOUR* and flashes the current time next to the time to be set.



- 4 Set the time using the keypad.
- 5 Press OK/Menu to confirm the entry.



- 6 Press Stop to return to standby. The display shows *X* to indicate that the alarm is set.



- 7 When the alarm sounds, press the Stop button to switch it off.



To cancel the alarm

- 1 Press OK/Menu then 8 then 1. The display shows *81 ALARM*.



- 2 Press OK/Menu. Press the ▼ button to move down to *STOP*.



- 3 Press OK/Menu to deactivate the alarm.

***Ink gauge*****To see how much print ribbon there is left**

- 1 Press OK/Menu then 5 then 9. The display shows *89 RIBBON GAUGE*.



- 2 Press OK/Menu. The display shows what percentage of the ribbon is left.

***Caller Display***

If you subscribe to a caller display service, the DECTfax Plus will show the caller information on its display and on the handset display.

	<i>Base display</i>	<i>Handset display</i>
Number	<i>INCOMING CALL</i> alternating with <i>NUMBER/NAME</i>	<i>NUMBER ONLY</i>
Number withheld	<i>INCOMING CALL</i> alternating with <i>WITHHELD</i>	-----
Number unavailable	<i>INCOMING CALL</i> alternating with <i>UNAVAILABLE</i>	1111111111
Operator	<i>INCOMING CALL</i> alternating with <i>UNAVAILABLE</i>	1111111111
International	<i>INCOMING CALL</i> alternating with <i>UNAVAILABLE</i>	1111111111
Payphone	<i>INCOMING CALL</i> alternating with <i>NUMBER</i>	<i>NUMBER</i>
Ringback	<i>INCOMING CALL</i> alternating with <i>NUMBER/NAME</i>	<i>NUMBER ONLY</i>

If the call is from a number stored in the DECTfax Plus's directory, the display will show the name it belongs to rather than the number. The handset display will only show the number.

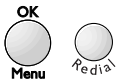
The DECTfax Plus stores the date, time and number or name of up to 10 calls - after 10 calls have been stored it retains the last 10. If a new

call is from the same number as an earlier call only the later call details will be stored. Number Withheld, Number Unavailable, Operator and International calls will not be stored.

The list of stored call details can be reviewed from the base station and from the handset.

To review the list from the base station:

- 1 Press OK/Menu then Redial. The display shows details of the last call.



- 2 Use the ▲ and ▼ keys to scroll through the list.



- 3 To call a number from the stored list press the Hands free button while the number is displayed.



- 4 To fax to a number from the list press Start while the number is displayed.



- 1 Press the i button then Redial. The display shows details of the last call.



- 2 Use the ▲ and ▼ keys to scroll through the list.



- 3 To call a number from the stored list press the Talk button while the number is displayed.



When displaying call details the display alternates between the name (or number) and the date and time of the call. It will also show a T to indicate a telephone call, or, if the call was a fax and was answered, an F.

Help

If you have any problems using your DECTfax, this section will give you the most common, easy-to-follow solutions.

Fax Problem

Solution

Blank unit display.	<ul style="list-style-type: none"> • Check that the power cord and the power adaptor cord are properly connected
The unit does not answer incoming calls after several rings.	<ul style="list-style-type: none"> • The FAX icon may be off: check the receive mode (Manual/automatic). • Check the number of rings. • Configure the unit for "private network" (see the sections headed '<i>Ring settings</i>' and '<i>Network and dial settings</i>' in the '<i>Setting up</i>' chapter).
Blank photocopies.	<ul style="list-style-type: none"> • The document was positioned facing the wrong way round in the feeder.
The telephone exchange does not recognise the number dialled.	<ul style="list-style-type: none"> • Check that the telephone cord is properly plugged in. • Configure your unit for pulse dialling (see the section headed '<i>Network and dial settings</i>' in the '<i>Setting up</i>' chapter).
The terminal does not ring.	<ul style="list-style-type: none"> • The TEL icon is flashing: re-activate the ringing tone (see the section headed '<i>Setting the ringing tone</i>' in the '<i>Setting up</i>' chapter).
The telephone does not work.	<ul style="list-style-type: none"> • The mains may be down. • Check that the telephone line cord is properly connected.
One or more vertical black lines on documents copied locally or sent.	<ul style="list-style-type: none"> • Open the cover and clean the scanning sub-assembly located opposite the white roller using a soft but not fluffy cloth dipped in surgical spirit. After cleaning, close the front cover and make a local copy to check that the black lines have disappeared.
<p>The unit displays the following messages:</p> <p><i>OUT OF PAPER</i></p> <p><i>PRINTER COVER</i></p> <p><i>PAPER JAM</i></p> <p><i>OVERHEATING</i></p> <p><i>GAUGE EMPTY</i></p> <p><i>MISSING GAUGE</i></p> <p><i>CHANGE RIBBON</i></p> <p><i>REMOVE DOCUMENT</i></p> <p><i>MEMORY FULL</i></p>	<ul style="list-style-type: none"> • Insert more paper in the paper feeder. • Close the rear cover. • Open the rear cover to access the paper circuit. Check that the rear cover is properly secured after closing it. • The last documents printed out are blackened; the printer's temperature is too high. Wait a few minutes for it to cool down • You may have forgotten to replace the gauge smartcard when you put in the ink ribbon. • Open the gauge housing flap and check that the gauge smartcard is inserted and correctly positioned. • No ink ribbon left: install a new ribbon and gauge. • Open the front cover and check the document circuit. • Print out faxes received and/or listen to the voice messages (model with built-in Tad only).
Other	<ul style="list-style-type: none"> • Disconnect your unit from the mains and reconnect it. If the problem persists, contact our Helpline on 0845 603 1066.

Telephone Problem

Solution

The radio link is not set up between the base station and the handset.	<ul style="list-style-type: none">• Check that the handset battery is properly charged.• Check that the the base station and handset are properly matched.• Check that the base station power supply pack is not too close to the radio module.
The base station does not ring.	<ul style="list-style-type: none">• Check that the base station ringing is not switched off.
The dial tone is busy each time you dial a number.	<ul style="list-style-type: none">• Check that the dialing mode (Voice or Decimal Frequencies) is compatible with your PABX.• Check that you have inserted pauses after the 0 or 9 in your memorised numbers if your line is connected to a PABX.
Your handset is equipped with a rechargeable battery (NiCd). The capacity of this battery may drop slightly with time. In that case:	<ul style="list-style-type: none">• Allow your handset to discharge completely and then put it on charge for at least 5 hours.• You should perform this operation about every two months in order to increase the life of your battery.• If the problem persists despite these precautions, you may need to buy replacement batteries from your distributor.
The Handset screen displays: <i>INIT = F6</i>	<ul style="list-style-type: none">• Match the handset on a base station Chapter: <i>'To register a handset'</i>.

Customer Helpline

If you have any problems with your DECTfax, call the BT Helpline on 0845 603 1066.

Print ribbons

To obtain new print ribbons call 0800 590009.

Transmission report codes

The activity reports and send reports detail the outcome of each transaction. In the event of an error they will use one of the following codes:

<i>Code</i>	<i>Meaning and action</i>
1	No answer; try again later
3	Call interrupted by user pressing Stop
4	Invalid speed dial number. Check number
5	Document feeder problem during the call: paper jam or document feeder malfunction
7	Bad line or remote terminal malfunction. Try again
8	The document sent may not have been received in full. Send again and check with recipient
A	Polling operation failed: no fax back document on remote terminal
B	There is a difference between the number of pages logged for sending and the number of pages actually sent. Check the number of pages
13	Memory full: fax could not be received. Print out faxes stored in the memory

BT sponsors two schemes which can join if you are bothered by unwanted faxes and phone calls.

Fax preference scheme

BT is a sponsor of Fax Preference Service (FPS) - a scheme to enable customers to reduce unwanted faxes.

The main feature of the FPS is that while it helps reduce the volume of unsolicited faxes, it still allows you to receive faxes from organisations with which you have a contractual relationship.

To register for the FPS, BT customers should ring 0541 554555.

Telephone preference scheme

BT is a sponsor of Telephone Preference Service (TPS) - a scheme to enable customers to reduce unwanted sales calls.

The main feature of the TPS is that while it helps reduce the volume of unsolicited sales calls, it still allows you to receive important marketing calls from organisations with which you have a contractual relationship.

To register for the TPS, BT customers should ring 0800 398893.

Technical information

Choosing a position

Your DECTfax Plus should be kept clear of dust, moisture, high temperature and vibration and should not be exposed to direct sunlight. Don't install it close to radiators or air-conditioning outlets or in excessively warm, humid or dusty places.

WARNING

The apparatus is only designed to be operated in a normal office or domestic environment where the relative humidity does not exceed 60%. It should not be used in bathrooms or near water.

Approval number

BABT Certificate Number/Approval Number for the DECTfax Plus 606594 APPROVED for connection to telecommunication system specified in the instructions for use subject to the conditions set out in them.

Approval for use

This apparatus has been approved for the use of the following facilities:

- Terminal and subscriber identifier
- Transmission status report (send report only)
- Manual mode (associated telephone set)
- Auto/Manual-answering
- Fax switch
- Polling RX (to poll a document from a distant fax)
- Polling TX (prepare a document to be polled)
- Delayed transmission – Time recorder and logs
- Modem fax up to 14400 bps
- Auto calling
- Automatic redial (5 times, 5 minutes intervals)
- Facsimile transmission and reception
- Calls progressing mode
- Series connection (TAM)
- Automatic document feeder
- 16 shades of grey
- DECT
- TAD facility

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

You may connect it –

- To direct exchange lines.
- To extensions with new plug and socket arrangements provided with these direct exchange lines.
- To compatible switchboards.

You may NOT connect it –

- To shared service (party) lines.

The connection to the telecommunication system must be unplugged before the earth is disconnected. The connection to the telecommunication system must not be hardwired.

This apparatus may be used on telecommunications systems employing loop disconnect or MF signalling.

Ringling delay

The maximum number of rings before automatic answering is 9.

How many phones you can have

Your exchange line provides only a small current to make your telephone ring. Although you may have any number of sockets it is important to limit the number of telephones and other items of apparatus connected to the line by these sockets. This ensures that each telephone will receive enough current to ring.

Every telephone or item of apparatus has a Ringer Equivalence Number (REN). In most cases a standard line should provide enough current for two or more telephones or items of apparatus, if the REN's add up to no more than 4.

DECTfax Plus has a REN of 1. Any telephone provided by BT may be assumed to have a REN of 1 unless otherwise stated on the base. Even where the number of telephones has been limited, there is no guarantee that the different types of telephone on the same line will ring.

Voltage Drop

The voltage drop introduced between the PSTN and the associated telephone is 2.0 Volts so therefore no additional series equipment may be connected. The introduction of this voltage drop may occasionally cause difficulties in making calls from the associated telephone or problems in telephone conversation being experienced by both parties to the call.

While operation may be possible initially, change to or modernisation of the network taking place in the normal course of events may result in the apparatus being connected to be compatible, failure of the apparatus to work under these circumstances may not be the responsibility of the network operator.

In the unlikely event of such problems occurring, the user should contact the supplier or maintainer of the apparatus.

Note

The definition of RBS (Relevant branch system) for PSTN lines is given in BS6789 section 6.1 (1986) clause 2.4.

Connecting to switchboards

Your DECTfax Plus is approved only for use with a compatible switchboard including those which do not provide secondary proceed indication.

If you do have a compatible switchboard, it cannot be guaranteed that the DECTfax Plus will operate correctly under all possible conditions of connection.

If you have any difficulties, contact BT on **Freefone 0800 800 152** for business Customers or **Freefone 0800 800 150** for residential customers (9am to 5pm Monday to Friday).

WARNING

This equipment is not designed for making telephone calls when the power fails.

Alternative arrangements should be made for access to emergency services.

Safety warnings

- 1 Interconnection circuits should be such that the equipment continues to comply with the requirements of 4.2 of EN 41003 for TNV circuits and 2.3 of EN 60950 for SELV circuits, after making connections between circuits.
- 2 Interconnection directly, or by way of other apparatus, of ports marked "Safety Warning. See instructions for use" with ports marked or not so marked may produce hazardous conditions on the network. Advice should be obtained from a competent engineer before such a connection is made.
- 3 When you operate this equipment, the electrical mains socket should be near the equipment and be easily accessible.

WARNING

To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

How to connect the mains lead to a plug

Your apparatus comes complete with fitted plug. If however, it becomes necessary to fit an alternative mains plug, the following instructions must be adhered to.

Note

The wires in the mains lead are coloured in accordance with the following code:

Blue: Neutral
Brown: Live

Read the instruction carefully before connecting the mains lead to a plug. If in doubt, consult a qualified electrician.

As the colours of the wires in the mains lead of the apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

- The wire which is coloured blue must be connected to the terminal which is marked with the letter N or coloured black.
- The wire which is coloured brown must be connected to the terminal which is marked with the letter L or coloured red.

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*Offices in Europe, North America,
Japan and Asia Pacific.*

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(EMC Directive) & 73/23/EEC
(Low Voltage Directive)

APPROVED for connection to
telecommunication systems specified
in the instructions for use subject to
the conditions set out in them

606594